

City of Kirkland Planning Department Short Subdivision/Preliminary Subdivision Application Requirements:

Application Checklist

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist. A decision/meeting date will not be assigned until your application materials are complete.

Pre-Submittal Meeting

- ☐ A meeting with a planner is required within the six months immediately prior to application submittal.

Road Concurrency Review

- ☐ Prior to submittal of a Preliminary Subdivision application, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received (short subdivisions are exempt from concurrency review). A copy of the test notice must be submitted with the subdivision application. Concurrency applications are available from the Planning or Public Works Department.

Fees

- ☐ Payment to the City of Kirkland for the filing fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.
Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

SEPA Review

- ☐ A completed and signed [Environmental Checklist](#) (Consult with Department of Planning and Community Development, a checklist is usually not required for a short subdivision). SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.

Neighborhood Meetings

- ☐ A neighborhood meeting(s) has been held (see [instruction sheet](#) on neighborhood meetings to determine if encouraged).

Survey

- ☐ A boundary and topographic survey of the proposed plat certified by a registered land surveyor licensed in the State of Washington, drawn at a scale between 1" = 20' and 1"=50', in ten-foot intervals, containing the following information:
 - ☐ For Short Plats:

- ☐ Reference the plat to either the Washington Coordinate System, North Zone or the King County Coordinate System, or properly determined subdivision corner referenced to either of the above with a physical description of such corners. We suggest and encourage surveyors to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's webpage at http://www.kirklandwa.gov/depart/Public_Works/Survey_Control.htm. The horizontal datum is North American Datum of 1983(1991), [NAD 83/91], based on the High Accuracy Reference Network [HARN] as stipulated by the Washington State statute. The vertical datum is North American Vertical Datum of 1988 [NAVD 88].
- ☐ The short plat will be described and corners set with a field traverse with a linear closure of 1 to 10,000 and corresponding angular closure as specified in W.A.C. 332-130-070.
- ☐ Proposed name of the short/preliminary plat.
- ☐ Location by section, township, range, and/or other legal description.
- ☐ Name, address and phone number of the applicant and agent, if any.
- ☐ Name, address, phone number and signed seal of registered land surveyor preparing the short/preliminary plat.
- ☐ Scale of short/preliminary plat, date and north arrow.
- ☐ Layout, dimensions and size (excluding access easements) of existing and proposed lots, with each lot consecutively numbered.
- ☐ Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and size of said parcels.
- ☐ Names, location, and dimensions, of existing and proposed rights-of-way and easements serving the short/preliminary plat. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).
- ☐ Names, locations and dimensions of any Hazardous Liquid Pipeline Corridors (Olympic Pipeline) within 150 feet of the subject property, or if the proposal is for a high consequence land use, within 500 feet of the subject property (Standards for development near Hazardous Liquid Pipelines are contained in Chapter 118 of the Kirkland Zoning Code.)
- ☐ If an existing primary structure is proposed to be retained, provide distances to/from accessory structures (if any).
- ☐ Location, dimension, and names of adjacent existing parks and other public spaces, structures, lots, blocks, etc. – shown in dotted lines in scale with the proposed short plat.
- ☐ Location and dimensions of existing and proposed improvements in existing and proposed rights-of-way and easements serving the short plat (right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code).
- ☐ Utility Information (on, under, or over the property):
 - ☐ Existing and proposed water (including fire hydrants), sewer, and surface water systems.
 - ☐ Existing and proposed franchise utility locations such power, gas, cable, and phone (including location of nearest utility poles).

- ☐ Existing topography of the land indicated by contours at two-foot intervals.
- ☐ Location and extent of significant natural features such as streams and wetlands and water bodies on and immediately adjacent to the property.
- ☐ Limit of grading line for right-of-way, access easement, and utility construction.
- ☐ A notation which shows the dimensioned setback from existing or proposed lot lines of all existing structures which are within 20 feet of existing and proposed lot lines.
- ☐ The lot lines of adjoining properties for a distance of at least 50 feet.
- ☐ Zoning classification of the property and adjoining properties.
- ☐ Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

Reports

- ☐ A title company certification which is not more than 30 calendar days old containing:
 - ☐ A legal description of the total parcel(s) sought to be subdivided; and
 - ☐ A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and
 - ☐ Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and
 - ☐ Any encumbrances on the property; and
 - ☐ Any delinquent taxes or assessments on the property
- ☐ Mathematical lot closures.
- ☐ If an existing primary structure is proposed to be retained, provide gross floor area data (square feet) for the primary structure. Refer to Zoning Code Section 115.42 for direction on what to include in gross floor area.
- ☐ Preliminary drainage report (Technical Information Report/TIR).
- ☐ A report by a qualified geotechnical engineer or engineering geologist (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide or seismic hazard area. If required, two copies are to be submitted to the Planning Department.
- ☐ Tree Retention Plan. Subject to Kirkland Zoning Code 95.30.
- ☐ Stream and/or Wetland Reports
- ☐ Traffic Report (required when applying for a Preliminary Subdivision)

Other

- ☐ Exterior boundary corners indicated on the ground. Staking of proposed interior lot corners may also be required.
- ☐ Letter of sewer and/or water availability if sewer and/or water service is to be provided by a utility other than the City.
- ☐ A map showing any adjoining property owned by the owner of the land proposed to be subdivided.
- ☐ If lot sizes in a preliminary subdivision are proposed to be averaged, provide lot area calculations.

- ☐ For newly created streets, a road profile and cross section.
- ☐ If the subject property is within 150 feet of a Hazardous Liquid Pipeline Corridor, or if the proposal is for a high consequence land use, within 500 feet of the subject property verification that the pipeline operator has reviewed the proposed development plans. A transmittal form provided by the Planning Department is to accompany the plans for operator review.
- ☐ Any additional pertinent information required at the discretion of the Public Works or Planning Departments
- ☐ All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.

Public Notice Signs

Read Completely and Carefully

You are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) prior to the Planning Official determining that the application is complete. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See attached instruction sheet about Public Notice Signs. Any delay in installing the board will result in procedural deficiencies and/or delays. **Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.**

For more information, exemptions, and specific requirements please refer to the [Public Notice Signs Handout](#).